

CITY OF SANTA ANA

JOB TITLE

Treasury Manager

JOB CODE

01170

DEPARTMENT

Finance & Management Services

TITLE OF IMMEDIATE SUPERVISOR

Executive Director, Finance
& Management Services

JOB SUMMARY

Supervises the cash collections of the City and invests idle funds in accordance with established investment policies. Administers the assessment district bonds issued for improvements within the City. Oversees business tax billings and collections. Administers other revenue collections, including transient occupancy tax, business improvement district taxes, and utility users taxes. Oversees water customer service function. Administers the City's trust funds.

DESCRIPTION

Obtains deposit, check clearing and balance information from banks; obtains investment rates; updates cashflow projections and investment information daily.

Administers 1911 Act Assessment District bonds, including billings, collections, foreclosures and follow-up activities.

Administers the collection of revenues and interest on certificates of deposit and renews certificates when required.

Reviews and signs Treasurer's Trust Fund checks.

Oversees the billings for business taxes, bingo taxes, transient occupancy taxes, dog and bicycle licenses, and resolves billing problems.

Reviews monthly water write-offs for closed accounts and resolves water billing problems.

Oversees Downtown Improvement District billings and resolves billing problems.

Conducts division planning and develops new forms and procedures as required.

Performs other related functions as required.

MINIMUM OR DESIRED QUALIFICATIONS

Education: Graduation from an accredited four-year college or university with a Bachelor's Degree in finance, business, public administration, economics, or a closely related field. Certifications as a

CPA, while not required, would be beneficial. In addition, certification as a Certified Municipal Treasurer would be beneficial.

Experience: Three to five years prior municipal accounting experience, of which two has been at a supervisory level.

Knowledge of: Internal controls; accounting principles and practices; principles and practices of banking; municipal fiscal administration and State laws affecting municipal investments; data processing applications for treasury management and accounting systems; 1911 Acts relating to bond holders and property owners and requirements for billings, collections, delinquencies and foreclosure procedures.

Ability to: Analyze and effectively act on investment data and cashflow projections; deal effectively with the public.

Class title change from Treasury Division Supervisor per Council Resolution No. 85-145, effective 1-6-86

Class specification reviewed: 10/03
ADA Approved: 10/03

